



<b>Policy</b>	<b>Travel and Subsistence</b>
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## 1. Scope and introduction

This document applies to all employees.

The Eastern Multi-Academy Trust is committed to reducing the cost and consequent impact on the environment of its business travel wherever possible. Business travel is a necessary part of the way we work but we should always ensure that we travel in the most economic way possible when we have to travel.

The simplest way to cut travel costs is to avoid it altogether by making better use of technology to connect us to clients and colleagues. Before business travel is undertaken, it is important to establish if the journey is necessary. Traditionally meetings have been done face to face, but the possibilities presented through growth in social media, have enabled online face-to-face experiences.

## 2. General principles

- Employees should only make business journeys when absolutely necessary. Other options which are more efficient and cost effective should always be considered before travel is undertaken.
- Employees whose post requires them to travel are responsible for their travel arrangements and these must be carried out in the most effective and efficient way to perform the job. The Trust will support necessary business travel, including reimbursement of costs arising from the use of employees' own vehicles and the provision of other support.
- Mileage payments will be made within HMRC guidelines.
- Employees are responsible for their own travel to and from work.
- The Trust will not support claims regarded as within walking distance of 2 miles or under unless they are agreed as a reasonable adjustment under the equality legislation.

## 3. Employee responsibilities

- Using an alternative to travelling for business where one exists.
- Making sure the option they select is the most carbon efficient and economic.
- Making sure claim forms are completed in accordance with this policy.
- Making sure they do not claim mileage for travel from home to work and work to home.



- Making sure their vehicle is roadworthy and has required documentation (business travel insurance, MOT and tax).
- Driving within the law.

#### **4. Before you jump into your car...**

Before you travel please consider if:

- You can use the telephone, email, online facilities, video conferencing/skype or other technology instead
- You can walk
- Public transport is available
- You can combine your journey with other meetings at that venue or nearby
- You can travel with a colleague
- Your manager has authorised your journey
- You have read the driving for work policy
- You have business insurance and your car is fit for purpose.

Claims cannot be made outside the terms of this policy unless permission has been given specifically to deal with a particular situation.

Employees are not able to reclaim the cost for adding business insurance to their current policy and should discuss their particular insurance arrangements with their insurance provider. In most cases the level of cover required should not increase premiums, however all providers are different. It is important to note that should the incorrect insurance arrangements be in place this could lead to invalidated insurance, and potentially action taken under the relevant road traffic legislation.

#### **5. Travel and related claims**

All rates are reviewed on 1 April in each year. Relevant rates which can be claimed are listed at Appendix 1.

##### **5.1 Mileage Payments**

Employees who use their own transport are entitled to be reimbursed in accordance with Her Majesty's Customs and Revenue (HMRC) approved mileage rates.

In addition to mileage rates employees who take passengers can claim a passenger mileage payment per passenger per mile if the passenger is an employee of the Trust. Where the passenger does not start or finish their journey at the same time as the driver, the driver can claim for the number of miles that the passenger travelled with them.

Home to office mileage is not payable unless a second journey from home to a place of work is made on the same day in order to carry out official duties. Where an employee agrees to work on a day they would not normally work, it is still their responsibility to get to and from work (including training courses) and is considered to be commuting.

Where a journey is being made directly from home or on the return journey to home, normal home to work mileage should be deducted from the mileage claim.



## **5.2 Rail Travel**

Employees should use the most cost effective travel arrangements and make use of off peak or other reduced rates where possible.

Any rail travel costs for a support worker provided through Access to Work should be reimbursed as a reasonable adjustment.

## **5.3 Bus fares and parking expenses**

Bus fares and car-parking charges incurred on Trust business may be reclaimed as long as receipts are attached to the claim.

The Trust will not reimburse parking or other similar fines.

## **5.4 Subsistence (food and drink)**

Employees are normally responsible for their own food and drinks during the working day and are not normally entitled to claim a subsistence allowance. Subsistence allowances cannot be claimed simply because an employee is away from base at a mealtime.

Subsistence can be claimed in exceptional circumstances where it would be unreasonable to expect the employee to pay for their meal, and the employee is unavoidably put to exceptional expense – for example:

- Attending a conference or training event when the employee is required to purchase a meal at the event.
- Attending an event that necessitates an overnight stay where meals are not included.
- When, as part of a pupil's social care, an employee is required to take a meal as part of an excursion and incurs additional costs.

An employee cannot claim subsistence for:

- being away from their base during the normal working day
- breakfast when leaving home early or tea or supper when returning home late, for example, for a visit out of the area.

Employees should agree with their manager before expenditure is incurred. Expenditure will normally only be reimbursed if receipts are submitted with the claim. However, where it is not possible to obtain a receipt and, provided the employee gives a justifiable reason for not providing a receipt, managers should adopt a reasonable approach.

There are maximum allowances for breakfast, lunch, tea and evening meal (dinner). Any cost over and above this will not be reimbursed. Alcoholic beverages ordered with a meal will not be reimbursed.

## **5.5 Accommodation**

Overnight stays must be approved in advance by the Principal/Chief Executive.



In some situations, particularly certain training courses, accommodation is provided as part of the package, so the employees do not need to claim. In other cases, the employee will be reimbursed the actual cost of bed and breakfast incurred, up to a maximum amount. As with subsistence, there are separate maximum amounts, one for normal business, and another for staying in London.

If expenditure in excess of the maximums is unavoidable (e.g. no accommodation is available in the appropriate price range, or there is a requirement to stay at a particular hotel because an accessible room is required) this can be reimbursed provided prior approval is obtained.

## **6. Out-of-pocket expenses**

Employees attending residential training courses, travelling abroad, escorting clients/pupils, attending conferences etc are able to claim reimbursement where they have been put to exceptional expense. Wherever possible, approval for the expenditure should be agreed in advance and receipts should be submitted with claims.

## **7. How to claim**

Employees should submit all claims via the Edupay payroll system, either via the app or otherwise online attaching relevant VAT receipts – this must include a VAT receipt for the purchase of fuel for the period of the claim. Guidance on the process for submitting claims and the deadlines are attached to this policy as an appendix. Claims must be made monthly. Late submissions will result in delayed payment due to the additional processing time needed. Claims submitted more than two months after the travel date will not be paid. Only in very exceptional circumstances will a late payment be authorised.

Employees should not make or approve a claim if the conditions explained in this policy have not been met. All claims will be checked and any breach of the policy intended to defraud or which incur unnecessary and unapproved costs may be subject to disciplinary procedures.

## **8. Authorisation**

Responsibility for authorising business travel rests with the authorised officer in the school. Employees should seek approval in advance for any unusual journeys where there may be any doubt about the legitimacy of the journey or the amount of mileage that can be claimed.

If employees choose to travel by car when it would be practical and/or cheaper to travel by train or other public transport the employee's claim can be limited to the equivalent of the public transport rate.

## **9. Checking driving licences**

It is essential that procedures are in place to make sure driving licences of existing and prospective employees who need to travel are checked in accordance with the Driving for work policy. The categories of staff affected by the annual licence check include:

- Employees who travel for work and use their own vehicle
- That the licence has been physically checked and endorsed by the department.



Photocopies of licences, signed by the manager that checked them should be kept on personal files.

#### **10. Insurance**

Employees who use their vehicle for work should make sure they have insurance to cover business travel. This is normally referred to as 'Business, Social and Domestic' cover by Insurance companies. The employee is responsible for making sure they are insured.



## Appendix 1

### Travel, Subsistence and Expense rates

Below are the rates staff are able to claim for mileage and for subsistence. All claims for expenses such as car parking charges, subsistence and accommodation can only be paid if relevant VAT receipts are produced. All claims will be checked to ensure they meet the necessary criteria in the Travel and Subsistence Policy. Reasonable claims will be accepted but any that exceed the guidelines excessively may be rejected.

<b>Car or Van Users:</b>	<b>Pence per mile</b>
First 10,000 miles	45p
After 10,000 miles	25p
<b>Motorcycle Users</b>	24p

<b>Passengers</b>	<b>Additional pence per mile</b>
	5p per passenger

<b>Meal Allowances</b>	<b>Maximum claimable per meal</b>	
	<b>Standard</b>	<b>Special - London</b>
Breakfast	£6.50	£8.70
Lunch	£9.00	£13.00
Tea	£3.60	£4.40
Evening Meal	£11.25	£17.60

<b>Accommodation</b>	<b>Rate per night</b>
London	£115
Major city	£86
Elsewhere	£70

Rates will be reviewed on 1 April in each year and will be in line with HMRC guidance.



## Appendix One



EduPay Guidance  
for All Staff (1) (1).pc